

## Nursing Home Administrator License Requirements

### Requirements for All Applicants:

*The following are requirements for all applicants, including applicants for Administrator-in-Training Requirement, Endorsement, Administrator-in-Training Exemption or Temporary Permits. There are more requirements for each type of credential. Be sure that you are familiar with those requirements as well. (See below.)*

- Return completed application, along with the application fee.
- Official Transcripts that show you completed the requirements for a baccalaureate degree and show program completion date. The transcripts must come directly from your college or university to the Department of Health.
- Out-of-state Credential Verification Form. We must receive verification of your license and disciplinary action directly from each state in which you hold or have held a health care credential. We accept electronic verification in place of the form, when available.

### AIT Requirements:

*Becoming licensed through the administrator-in-training Program includes many steps. There are things you will need before you complete the application process, some that will take place during the AIT, and others once you complete the AIT process. Please review the [Administrator-in-Training Process Overview](#) before beginning this process.*

### In order to process your request you must provide the following:

- Requirements for “All Applicants” above.
- Preceptor letter form sent directly from the preceptor.
- For applicants who believe they meet the requirements for and wish to request a [reduced program](#), submit a request for the reduced program, including an outline of your education and experience that meet the requirements. Please also submit a copy of the job description(s) that qualify you for the reduced hour program.
- For applicants who are taking an AIT program in a facility of less than fifty beds, submit a plan to broaden the AIT experience with an equal percentage of experience in a larger facility.

**Once you have been approved for an AIT program, specifying the number of hours, you will be sent a Proposed AIT Program Form:**

- Complete the Proposed AIT Program form with your preceptor and return. See WAC 246-843-090 for the requirements of the AIT program. It is acceptable to visit other facilities as part of an AIT program. If you plan to work a portion of your AIT at another facility, please be sure to include this as part of your AIT plan.
- Complete and return the Project Report Proposal Form. Be sure to include all requested information.

**Once all documentation above has been received, you will be sent a letter stating that your AIT program is approved and indicating a start date. Do not start before you receive this letter. During the AIT program, submit the following:**

- Preceptor's Report and Evaluation of Training form quarterly per the schedule set forth on your approval letter. You must either send the original or your preceptor can submit it directly by e-mail.
- Progress Report form quarterly per the schedule set forth on your approval letter. You must either send the original or your preceptor can submit it directly by e-mail.
- Final Project Report sent by the date set forth on your approval letter.

**Your approval letter will give you the end date of the AIT program. As your AIT program concludes, the Department of health program manager will contact you to schedule a site visit with a member of the Board of Nursing Home Administrators.**

- Once your AIT program is complete, apply to the National Association of Long Term Care Administrators Board (NAB) for examination. You must pass the NAB examination before a license can be issued. Information about the NAB examination is located on their Web site at [www.nabweb.org](http://www.nabweb.org).

**NAB will receive approval for you to take the examination directly from the Department of Health and will submit scores directly to the Department of Health.**

### **Endorsement (Reciprocity) Requirements:**

*Administrators licensed in another state may qualify for licensure through endorsement if the other state has requirements substantially equivalent to the requirements in Washington State. Please see the page entitled "License through Endorsement" to see if your state is considered to be substantially equivalent.*

**In order to process your request you must provide the following:**

- Requirements for "All Applicants" above.
- Verification of passing the NAB examination. This verification must come directly from NAB. If you were licensed prior to 1986, the Department will accept verification of the examination offered by professional examination services (PES) either from NAB or directly from the state where you were licensed.

## **AIT Exemption Requirements:**

*Candidates, including administrators licensed in another state who do not meet endorsement requirements, may qualify for licensure through AIT Exemption if they meet requirements in [WAC 246-843-093](#).*

**In order to process your request you must provide the following:**

- Requirements for “All Applicants” above.
- Documentation showing that you meet the qualifications in WAC 246-843-093.
- Verification of passing the NAB examination. This verification must come directly from NAB. If you were licensed prior to 1986, the Department will accept verification of the examination offered by professional examination services (PES) either from NAB or directly from the state where you were licensed.

## **Temporary Practice Permit Requirements:**

*There are two types of temporary practice permits. The first type of temporary practice permit is for applicants seeking permanent licensure who meet endorsement requirements and have submitted all required documentation but are still waiting for a fingerprint background check. The other type is for applicants seeking interim placement at a specific facility for six months or less. This practice permit can be issued only one time.*

**Applicants seeking permanent licensure:** In order to process your request for a temporary practice permit for applicants seeking permanent licensure, you must provide the following:

- All documentation required for an endorsement application. (See above.)
- A request for the temporary practice permit, along with the fee for the temporary practice permit.

**Applicants seeking interim placement:** In order to process your request for a temporary practice permit for applicants seeking interim placement, you must provide the following:

- Requirements for “All Applicants” above.
- A written agreement for consultation with a Washington State licensed nursing home administrator.

## **Limited License:**

In addition to the above licenses, Washington State offers a limited license allowing for a limited extent of authority to administer institutions conducted by and for those who rely upon treatment by prayer or spiritual means in accordance with the creed or tenets of any well-recognized church or religious denomination. This credential is issued to individual’s demonstrating membership in such church or denomination. The applicant employed by such institution is not required to demonstrate proficiency in any medical techniques or to meet any medical educational qualifications or medical standards not in accord with the remedial care and treatment provided in such institutions. Please contact us directly if you wish to apply for the limited license.

**Notice to All Applicants: Reference [WAC 246-843-130\(4\)](#)**

Within 180 days of initial licensure, nursing home administrators are required to attend a course on laws relating to nursing homes in Washington State. Contact the Department of Social and Health Services (DSHS) at 360.725.2592 to register. For more information, visit the DSHS Aging and Adult Services Administration professional site at: <https://www.dshs.wa.gov/altsa/training/continuing-education-opportunity-licensed-nursing-home-administrators>.

In addition to the DSHS class, the Washington Health Care Association also offers an online class. For more information, you can contact Sandy Ostergard at [SandyOstergard@WHCA.org](mailto:SandyOstergard@WHCA.org).

**Other Information:**

You will be mailed a letter regarding the deficiencies of your application if the application is incomplete.

- The application is considered incomplete if requested information is left blank. Write N/A or place a line through the section instead of leaving blank.
- The initial license will expire on your birthday, unless the initial license is issued within 90 days of your birthday. See [WAC 246-12-020\(3\)](#).
- Licenses must be renewed every year on your birthday as provided in chapter [246-12 WAC, Part 2](#).

**Continuing Education Requirements:**

Nursing home administrators must complete thirty-six hours of continuing education every two years.

The required continuing education must be obtained during the period between renewals. For more information on the continuing education requirement, please see [WAC 246-843-150](#) and [246-12 WAC, Part 7](#).